



DOCUMENT #	0300-0310-005-C
REVISION #	1.0
TITLE	PROJECT INITIATION
EFFECTIVE DATE	12/22/14

## **PROJECT INITIATION**

### **1.0 SCOPE**

This Quality Work Instruction (QWI) defines the Enterprise Project Management Office (EPMO) Project Initiation procedure as the method to effectively document the steps to initiate an Information Technology (IT) Project. Project Initiation is a Decision Point (DP) that requires the State Chief Information Officer (SCIO) or designee approval within [0300-0300-005-B PROJECT MANAGEMENT PROCESS](#).

### **2.0 OWNER**

**2.1** The Enterprise Project Management Office (EPMO) Manager owns this QWI. No changes, additions or alterations may be made without the owner's written approval.

### **3.0 REFERENCE DOCUMENTS**

DOCUMENT IDENTIFICATION	DOCUMENT TITLE
<a href="#">0100-0800-010-B</a>	<a href="#">FORMS AND RECORDS CONTROL</a>
<a href="#">0300-0300-005-A</a>	<a href="#">PROJECT MANAGEMENT ROLES, RESPONSIBILITIES AND AUTHORITIES</a>
<a href="#">0300-0300-005-B</a>	<a href="#">PROJECT MANAGEMENT PROCESS</a>
<a href="#">0600-0600-005-B</a>	<a href="#">CORRECTIVE ACTION PROCESS</a>
<a href="#">0300-0310-010-C</a>	<a href="#">PROJECT CHARTER</a>
<a href="#">0300-0310-015-C</a>	<a href="#">PROJECT FINANCIAL ASSESSMENT</a>
<a href="#">0300-0310-020-C</a>	<a href="#">PROJECT ASSESSMENT TYPE</a>
<a href="#">0300-0310-025-C</a>	<a href="#">PROJECT MANAGER ASSESSMENT</a>
<a href="#">0300-0310-030-C</a>	<a href="#">COST ESTIMATION</a>
<a href="#">0300-0310-035-C</a>	<a href="#">BENEFITS ESTIMATION</a>
<a href="#">0300-0365-005-C</a>	<a href="#">PROJECT DECISION MEMO</a>

### **4.0 ASSOCIATED FORMS**

FORMS IDENTIFICATION	FORM TITLE
<a href="#">0300-0310-010-D</a>	<a href="#">PROJECT CHARTER FORM</a>
<a href="#">0300-0310-015-D</a>	<a href="#">PROJECT FINANCIAL ASSESSMENT FORM</a>
<a href="#">0300-0310-020-D</a>	<a href="#">PROJECT ASSESSMENT TYPE FORM</a>
<a href="#">0300-0310-025-D</a>	<a href="#">PROJECT MANAGER ASSESSMENT FORM</a>
<a href="#">0300-0365-005-D</a>	<a href="#">PROJECT DECISION MEMO FORM</a>

### **5.0 DEFINITIONS**

- **STAKEHOLDERS:** [link to glossary and definitions](#)

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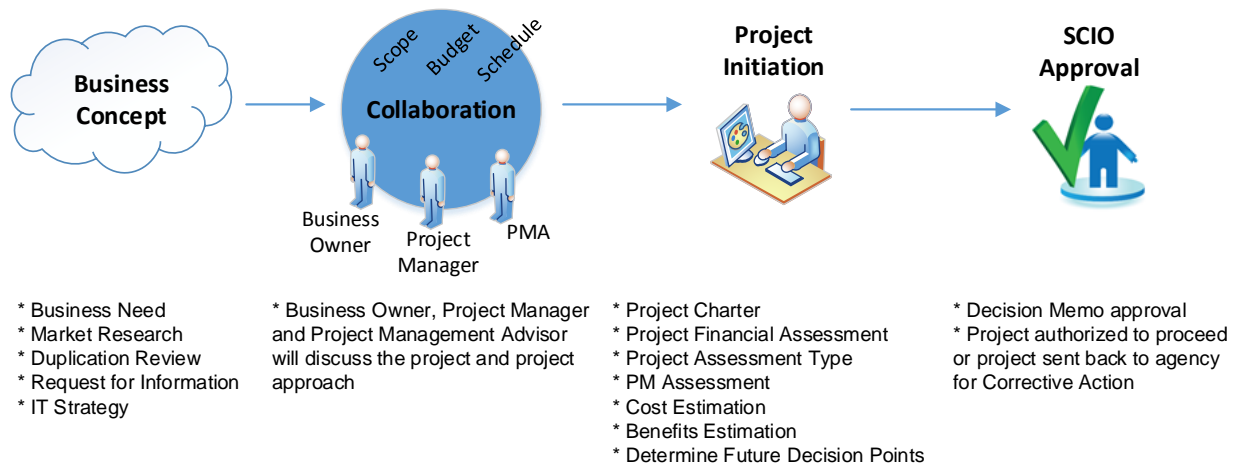


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- **DECISION POINT:** [link to glossary and definitions](#)

## 6.0 PROCEDURE

Project Initiation is the first DP where a project is elevated to statewide visibility. Prior to Project Initiation, agencies research and develop potential IT Projects as Business Concepts within the Project Portfolio Management (PPM) System. The purpose of Project Initiation is to present an IT project to the SCIO for decision. The EPMO coordinates all Project Initiation activities across state level stakeholders. Key among these is the Office of State Budget and Management (OSBM).



- 6.1** The Project Manager (PM) supports the Business Owner in developing the Project Charter and Project Financial Assessment (with Cost Estimate and Benefits Estimate), and determines a Project Assessment Type in accordance with procedures.
- 6.2** The PM will place the below forms along with any additional relevant project documents into the EPMO project document repository.

Document Owner	Form	Work Instructions
Business Owner	<a href="#">0300-0310-010-D PROJECT CHARTER FORM</a>	<a href="#">0300-0310-010-C PROJECT CHARTER</a>
Business Owner	<a href="#">0300-0310-015-D PROJECT FINANCIAL ASSESSMENT FORM</a>	<a href="#">0300-0310-015-C PROJECT FINANCIAL ASSESSMENT</a> and <a href="#">0300-0310-030-C COST ESTIMATION</a> and <a href="#">0300-0310-035-C BENEFITS ESTIMATION</a>
Project Manager	<a href="#">0300-0310-020-D PROJECT ASSESSMENT TYPE FORM</a>	<a href="#">0300-0310-020-C PROJECT ASSESSMENT TYPE</a>

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- 6.3** The Project Management Advisor (PMA) will meet with the PM to complete the [0300-0310-025-D PROJECT MANAGER ASSESSMENT FORM](#). The PMA will place this document and any associated artifacts into the EPMO project document repository. The PMA brings any issues or concerns to the attention of the appropriate Business Owner.
- 6.4** The PMA and PM will review and determine what additional Decision Points (DPs) the project requires. At a minimum, all projects will include the following DPs: Project Initiation (Project Charter, Project Financial Assessment, Project Assessment Type and Project Manager Assessment), and Project Closeout with Lessons Learned. The Project Financial Assessment may undergo additional review and approval cycles to achieve a project baseline cost estimate.
- 6.5** Agency internal reviews and approvals (or cancellations) occur in accordance with agency specific procedures and reside outside the QMS. Once the Business Owner approves, the PM submits the project for Initiation.
- 6.6** The agency Chief Information Officer (CIO) and Chief Financial Officer (CFO) will approve the project for submission to SCIO review and approval. The agency CIO/CFO may delegate this authority in writing and the delegate will approve on behalf of the responsible agency official.
- 6.7** The EPMO Manager will coordinate a review to determine if the project is ready for SCIO decision. If the project is ready, the EPMO Manager will prepare a [0300-0365-005-D PROJECT DECISION MEMO FORM](#), in accordance with the [0300-0365-005-C PROJECT DECISION MEMO](#) process.
- 6.8** If approved, the PM is authorized to proceed. If the project is not approved, the PMA will return the project to the agency for revision or cancellation. The EPMO will provide revision requirements in accordance with [0600-0600-005-B CORRECTIVE ACTION](#).

## **7.0 RECORDS**

- 7.1** Unless otherwise specified in this Procedure/QWI, Records shall be maintained in accordance with [0100-0800-010-B FORMS AND RECORDS CONTROL](#) procedure.

## **8.0 REASON FOR CHANGE**

- 8.1** Initial issue.

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